

Multi-Media Partial Inspection Checklist

Site Name:

Site Location:

Mailing Address: Phone #:

Industry Representative(s):

Address Correspondence to:

Company President:

Property Owner:

Past Ownership & Activity (years at site, name change, etc.):

No. of Employees: No. of Shifts: Shift Hours:

Inspection Date: DES Inspectors:

Prior Inspections:	Air	N/A	Previous Enforcement Actions:	Air	N/A
	Water	N/A		Water	N/A
	Waste	N/A		Waste	N/A

Lead Inspector's Signature: _____ Date: _____

I. PRE-INSPECTION MEETING:

A. GENERAL INFORMATION (PROCESS DESCRIPTION, ETC.):

B. FACILITY PERMITS

Permits Issued (waste, water, and air):

Variances / Waivers:

Site: EPA ID#: Date: Init: _____

C. HAZARDOUS WASTE

EPA ID #: **SQG**

1. What hazardous wastes are generated at the facility?
2. How many hazardous waste storage areas are at the facility?
3. Does the facility recycle any wastes on site?
4. Does the facility treat any wastes on site?
5. Does the facility have an Elementary Neutralization Unit/ Wastewater Treatment Unit/ Wastewater evaporator (ENU/ WWTU)?
6. Does the facility have a written pollution prevention policy?
7. Does the facility regularly conduct environmental self-audits?

D. WATER

1. Does the facility generate wastewater? (*i.e., cooling machinery, washing, mixing, in a process, etc.*)

 > YES, characterize and go to #2; > NO, go to #6
2. Where does the facility discharge its wastewater?
 - a. Stream or storm drain: needs NPDES permit (*contact WWEB*) go to #6;
 - b. POTW: may need industrial pretreatment permit (*contact local POTW*) go to #6;
 - c. Subsurface system: may need groundwater permit (*contact WSEB*) go to #6; or
 - d. Closed loop, go to #3.

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3. Is the closed loop system periodically drained or blown down?

➤ YES, go to #4; ➤ NO, go to #6

4. Are chemicals used in the closed loop system?

➤ YES, characterize and go to #5; ➤ NO, go to #5

5. Where does this water go?

- a. Stream or storm drain: needs NPDES permit (*contact WWEB*) go to #6;
- b. Municipal sewer: may need industrial pretreatment permit (*contact local POTW or WWEB*) go to #6; or
- c. Subsurface system: may need groundwater permit (*contact WSEB*) go to #6.

6. If present, where do the facility floor drains discharge?

(note for inspection)

7. Are there any surface waters in the proximity?

If yes, describe:

8. Does the facility have any aboveground or underground storage tanks?

➤ YES, go to #9 and contact WSEB; ➤ NO, ok

9. Is (are) the tank(s) registered?

➤ YES, ok; ➤ NO, contact WSEB

E. AIR

1. Does the facility have any transformers or capacitors on site?

- a. How old are the transformers or capacitors?

- b. Do they contain PCB's?

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2. Does the facility have any fuel burning devices? (check all that apply)

DEVICE	SIZE (nameplate)	FUEL	NO	YES
Fuel Burning Device ex. Boiler, heater	≥ 10 MMBTU/hr	natural gas, LP gas, #2 fuel oil	<input type="checkbox"/>	<input type="checkbox"/>
	≥ 4 MMBTU/hr	#4 fuel oil	<input type="checkbox"/>	<input type="checkbox"/>
	≥ 2 MMBTU/hr	coal, wood, #6 fuel oil, used oil	<input type="checkbox"/>	<input type="checkbox"/>
Internal Combustion Turbine or Engine	combined total design gross heat input for all engines is ≥ 1.5 MMBTU/hr	combusts liquid fuel oil only	<input type="checkbox"/>	<input type="checkbox"/>
	combined total design gross heat input for all engines is ≥ 10 MMBTU/hr	combusts natural gas or liquefied propane gas	<input type="checkbox"/>	<input type="checkbox"/>
	potential to emit any single regulated air pollutant in an amount greater than 25 tons per year		<input type="checkbox"/>	<input type="checkbox"/>
Incinerator	$\geq 1,000$ lbs/hr	type 0,1,2 & 3 waste	<input type="checkbox"/>	<input type="checkbox"/>
	≥ 200 lbs/hr	type 4,5,6, & 7 waste	<input type="checkbox"/>	<input type="checkbox"/>

3. Does the facility have any coating operations?

a. What types of processes are they?

b. Are these operations water-based or solvent-based?

c. Are the MSDSs available (attach for most commonly used coatings)?

d. Is the following applicable? If No, why not?

DEVICE	SIZE (nameplate)	NO	YES
Stationary sources, area source, or device	Total actual photochemically reactive VOC emissions ≥ 10 tons/year	<input type="checkbox"/>	<input type="checkbox"/>

e. If solvent based coating operations occur at the facility, are all process lines controlled by air pollution control equipment?

DEVICE	SIZE (nameplate)	NO	YES
Aboveground, vertical, VOC storage tank	Capacity $\geq 40,000$ gal. containing VOCs with a true vapor pressure ≥ 1.52 psia at 60°F	<input type="checkbox"/>	<input type="checkbox"/>
Gasoline loading terminal	throughput $\geq 20,000$ gallons per day	<input type="checkbox"/>	<input type="checkbox"/>
Woodworking device employing a pneumatic transfer system, using a cyclone but no baghouse, for collecting any amount of sander dust	wood waste collection ≥ 20 tons/yr	<input type="checkbox"/>	<input type="checkbox"/>
Pneumatic dust transfer equipment used to convey materials other than wood waste, into bins or silos and not using a baghouse or filter for controlling dust		<input type="checkbox"/>	<input type="checkbox"/>
Fixed non-metallic mineral processing plant or coal crusher	Design throughput ≥ 25 tons/hr	<input type="checkbox"/>	<input type="checkbox"/>
Portable sand and gravel plant or portable crushed stone plant	Design throughput ≥ 150 tons/hr	<input type="checkbox"/>	<input type="checkbox"/>

II. FACILITY TOUR:

1. Storage Practices:

- containers

- _____

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- | | |
|--|-----|
| i) If so, is a barrier present? | N/A |
| ii) If so, is access to area controlled? | N/A |
| iii) If so, is a sign restricting entry by unauthorized personnel present? | N/A |
| iv) Are the outside containers kept covered? | N/A |
| v) Are any surface waters within 50 feet of the containers? | N/A |

c. **Labeling:** (*<90 days; date of accumulation, marked hazardous waste, contents, and waste code; and labels accessible*)

d. **Container management:** (*closed & sealed; impervious surface; secondary containment/ floor drains; and outside storage*)

e. **Tanks:** (*leaks/ ruptures/ spills, corrosion, secondary containment*)

2. Preparedness and Prevention

- | | |
|--|-----|
| a. Testing and maintenance of equipment? | N/A |
| b. Adequate aisle space between containers? | N/A |
| c. Hazardous waste storage area emergency information posting
(see table below) | N/A |
| d. Hazardous waste storage area emergency equipment: | |

Hazardous Waste Storage Area				
a) Alarm/ internal communication?				
b) Telephone/ 2-way communication?				
c) Portable fire control equipment?				
d) Spill control/ decon equipment?				
e) Adequate water for fire control?				
f) Emergency measures posted at the nearest telephone?*				

NOTE: Required of all FQGs and SQGs storing extended quantities of hazardous waste under Env-Wm 508.03. All items must be within 100 feet of each hazardous waste storage area.

* Home and office phone number(s) of emergency coordinators, phone numbers of fire, police, hospital and response personnel, and location of fire extinguisher, spill control material and alarms.

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- e. Does the facility have any wastes that need a hazardous waste determination?

B. USED OIL MANAGEMENT

1. Does the company *generate* used oil?

- a. Is the used oil destined to be recycled? (*burned or re-refined*)
- b. Has a used oil determination been made?
{Env-Wm 807.06(b)(7)}
- c. How is the used oil classified?
(*specification; off-specification; automotive; hazardous waste*)
- d. How is the used oil stored? (*containers or tanks*)
- e. DOT approved containers/ structurally sound tanks?
{Env-Wm 807.06(b)(1)}
- f. Are all containers and/or tanks marked with the words "Used Oil for Recycle"? [Env-Wm 807.06(b)(4)]
- g. Are the containers or tanks kept closed at all times except when material is being added or removed? [Env-Wm 807.06(b)(5)]
- h. Is used oil transported by a registered transporter?
[Env-Wm 807.06(b)(12)]
- i. Is the used oil self-transported in accordance with Env-Wm 807.07?
- j. Are records kept on file for three years? [Env-Wm 807.06(b)(17)]

Specification

Containers

2. Does the company *burn* used oil on site?

- a. In a space heater
- In an industrial furnace
- In an industrial boiler
- Other

- b. Type of oil burned is:
- Specification
- Off-specification
- Automotive
- Household

- c. Is used oil received from off-site?
- d. Has a used oil analysis been done?
[Env-Wm 807.10(b)(5)]
- e. Are records kept for three years?
[Env-Wm 807.10(b)(7)]

N/A

N/A

N/A

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C. WATER

1. Are there any pipes or canals leading from the building to surface water or that could discharge to groundwater?

> YES, go to #2; > NO, go to #4

2. What are they used for?

a. Stormwater

b. Wastewater

c. Not used

3. Is it permitted?

> YES, ok, go to #4; > NO, notify WWEB go to #4

4. Is there any evidence of recent discharges of any type, from the facility to surface water or potentially to groundwater?

> YES, characterize and contact WWEB or WSEB, go to #6; > NO, go to #6

5. Is there a possibility of stormwater contamination with materials, processes, or water on site?

> YES, characterize and contact WWEB, go to #6; > NO, go to #6

6. Is there a possibility for process (wastewater) discharge to the floor drains?

> YES, go to question I. D. 2., based on answer to I. D. 6.; > NO, ok

D. AIR

1. Does the facility emit smoke from a smokestack that is dark enough to obscure anything behind the plume?

If yes, which process lines are served by this stack?

2. Are there any noticeable solvent odors outside the facility?

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E. MISCELLANEOUS INFORMATION

1. Is there potential for an imminent hazard, air or water discharge violation?

2. Is soil, groundwater or surface water contamination detected?

3. Were any photographs taken?

III. POST INSPECTION MEETING

A. Attended by: facility personnel:

B. Review:

C. Information Received by Facility:

D. Information Requested by Facility:

Date Sent

E. Information Requested by DES

Date Received

F. Comments:

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IV. SUMMARY OF VIOLATIONS OR DEFICIENCIES

Class	N.H. Rule #	Description

V. RECOMMENDATION FOR FOLLOW-UP INSPECTION OR ASSISTANCE:

<input type="checkbox"/>	Air
<input type="checkbox"/>	Water (WWEB-NPDES Program or Groundwater Programs)
<input type="checkbox"/>	Waste
<input type="checkbox"/>	Pollution Prevention Program
<input type="checkbox"/>	Small Business Ombudsman

Acronym	Compound Term
WWEB	Wastewater Engineering Bureau
POTW	Publicly Owned Treatment Works
WSEB	Water Supply Engineering Bureau
NPDES	National Pollution Discharge Elimination System